

Sacramento Safety Meeting Summary September 16, 2004, Headquarters Building, CR 550

Those who attended:

Martha Ann Blackman, Donald Taylor, Brent Takemoto, Terri Peterson, and Cindy Francisco.

Log 300 Review:

There have been 11 workers compensation claims filed so far in Sacramento during 2004.

Vehicle Accident Review:

There have been 5 vehicle accidents reported during 2004. Three occurred in Sacramento.

CPR/First Aid Training:

There will be an in-house CPR/First Aid Training on September 22nd in the headquarters building.

Fire/Life Safety Training:

The next Fire/Life Safety Training for the Headquarters Building is scheduled for October 7th from 10:00-noon in conference room 2540.

Non-Emergency Telephone Number Change for CHP:

The new number to call CHP for non-emergencies is (916) 861-1300. The number is available 24/7.

"Notice to Employees" from SCIF:

The new "Notice to Employees" from SCIF regarding workplace injuries and illnesses were added to the emergency information pages on the web for both Sacramento and El Monte.

Earthquake Safety:

A e-mail has been circulating about a new earthquake safety method "Triangle of Life." Eric Lamoureux, Governor's Office of Emergency Services, issued a memo that stated that "The key to injury prevention is making sure buildings are safe, contents are secured, and occupants are trained to duck cover and hold." He believes that buildings constructed in California are built to stricter codes and standards than those in the rest of the U.S. and other countries. Buildings rarely collapse in California.

Facility Management Update:

- Glow-in-the-dark decals have been installed in the stairwells in the Headquarters building. It is being researched whether to install them in other ARB-occupied buildings.

- Staff members have been asked to make sure that all food waste created in the Café's outdoor space is properly disposed of in the canisters provided. There are children in the Daycare Center that are severely allergic to peanuts. An incident happened that peanut shells were dropped in the Café's outdoor seating area and were blown into the play area for the Daycare. Fortunately staff saw the shells and took the children indoors before a problem occurred.
- During evacuations, staff should not carry beverages into the stairwells. The beverages could spill and cause injury and/or become a slipping hazard. Carrying a beverage may also hinder evacuees' grip and response capability as they descend down the stairs.
- Staff in the headquarters building should be reminded to remove their organic garbage to the central garbage containers each day. This should prevent flies in the office.
- As an energy conservation measure and to comply with an Executive Order by the Governor, the headquarters building temperature set point has been changed to 78 degrees.